



Contact us: 880-852-4474 or [customercare@gsneo.org](mailto:customercare@gsneo.org)

## Day Camp Caregiver Checklist

### Before Registration:

- Log onto ACTIVE net and set up your account. To do this, use your email associated with your MyGS account and select forgot password. This will send you an email to set your new password.
- Check out the Summer Program Guide and pick out your favorite camps and decide which ones you are going to attend.
- Mark your calendar for Registration Opening on February 24th at 6 AM.
- Encourage friends to register too. If your camper wants to share their camp experience with a friend from their troop or school, encourage the friend to register right away to ensure space is available.

### First Things, First:

- Mark your calendar for our four Spring Family Fun Days and Open House opportunities. Check out the sites, meet other campers and the Camp Directors.
  - The Jane Norton Girl Scout DreamLab- March 29, 2026, 2-4 PM
  - Camp Ledgewood- April 12, 2026, 2-4 PM
  - Camp Sugarbush- April 19, 2026, 2-4 PM
  - Camp Timberlane- April 26, 2026, 2-4 PM
- Check out the Camp Essentials: Caregiver and Troop Leader Handbook. This book contains information about all the different program types offered at our summer camps. Review the General information and Day Camp sections.
- Share your camper's excitement for summer camp on social media. Tag GSNEO with #GSNEOSummer2026

### One Month Before Camp:

- Be sure that any balances are paid.

## Two Weeks Before Camp:

- Go to the Summer Camp Forms and Information page for all the specific forms and information that your camper needs.
  - Camper Health Form
  - Camper permissions and guidelines
- Begin completing your camper's health form, camper permissions and guidelines, and any other forms required for your camper's program
- Reach out to Customer Care with any special accommodations.
  - Phone: 800-852-4474
  - Email: [customercare@gsneo.org](mailto:customercare@gsneo.org)
  - Live Chat at [www.gsneo.org](http://www.gsneo.org) during business hours
- Talk to your camper about the experience
- Review the packing list to allow time to find or purchase anything your camper doesn't already have.

## One Week Before Camp:

- Label belongings that will be making the trip to day camp with your camper's name.
- Review the Camper Guidelines with your camper.
- Look up directions to camp and plan your trip. Be sure to double-check your check-in time and camp dates.
- Check your email for any program specific information.

## The First Day of Camp!

- Double check that your camper has everything packed and ready to go. This includes their lunch and water bottle
- Double Check that you have:
  - Directions
  - The correct check-in time and dates
  - Completed forms
  - Any prescription medications in their original container.
- Remember to leave your pets at home.
- Plan to arrive at camp on time or a few minutes early. Monday morning drop-off is a busy time, check in starts at 8:30 AM.
- To drop off your camper, park in the main parking lot and proceed to check in table. Bring your paperwork and any medications with you.

- Camp Ledgewood- Chickadee Program Center.
  - Girl Scout DreamLab- Front table
- Day Camp Staff will be waiting to sign your camper in and help them get settled.

## During the Day Camp Week:

- Remember morning drop-off starts at 8:30 AM. You must park and walk your camper to the check-in table every day. The afternoon pick-up begins at 4:00 PM.  
**You must sign your camper in and out every day. A photo I.D. is required.**
- Call the Camp Office (Camp Ledgewood- 330-650-4743/ Girl Scout DreamLab 330-780-3396) if your camper will be arriving late, be absent, or you will be late picking up.
- Check out the photos posted from camp. Link will be provided via email.
- Talk to your camper each evening about their day at camp. Your child will have lots of stories to tell!
- If any concerns or problems arise during your child's week at day camp, please do not hesitate to speak with any of our Day Camp Staff. We want every camper to have the best week possible.
- Ledgewood campers only- if desired, send cash with your child on Thursday for the Trading Post
- Ledgewood campers only- Be sure to apply sunscreen and then bug spray to your camper each morning before dropping them off.

## Camp Ledgewood Day Camp Packing List

- Required Forms
- Emergency Medicine (i.e. EpiPen)
- Sunscreen
- Bug spray
- Backpack
- Water Bottle
- Layers appropriate for weather
- Swimsuit and Towel (on select days)
- Change of clothes
- Sturdy Closed Toed Shoes
- Packed Lunch

## Jane Norton Girl Scout DreamLab Day Camp Packing List

- Required forms
- Water Bottle
- Emergency Medicine (i.e. EpiPen)
- Packed Lunch and snack